



DEPARTMENT OF THE ARMY

HEADQUARTERS, 8TH ARMY

UNIT #15236

APO AP 96205-5236

REPLY TO
ATTENTION OF:

EACG

26 SEP. 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers and Civilian Employees

SUBJECT: 8th Army Policy Command Policy Letter #45, Field and Company Grade Key Developmental (KD) Positions Policy

1. Reference. Army Regulation 600-3, The Army Personnel Development System, 26 February 2009.
2. Purpose. To provide guidance and establish policy to manage Field and Company Grade Officers to fill Key Development (KD) assignments within 8th Army (Headquarters Battalion, Joint Security Area Battalion, and the Korean Service Corps Battalion), as well as codify procedures for releasing Officers from assignment to Headquarters, 8th Army prior to their date eligible to return from overseas (DEROS).
3. Background. Throughout 8th Army there are KD Positions that require assignment management each year. Officers within the command will be given the opportunity to compete for KD positions while assigned. This is intended to enhance their careers and give them an opportunity to develop skills for higher level positions. When the three 8th Army Battalions do not provide sufficient opportunity for officers to serve in KD positions, officers can request release from assignment to HQ 8th Army in order to serve in a KD position in another Korea-based Army unit.
4. Discussion.
 - a. The 8th Army Commanding General approved establishment of an Order of Merit List (OML) to be used for managing KD positions for Joint Security Area Battalion, Korean Service Command Battalion and Special Troops Battalion-Korea. The qualifications used for the OML includes:
 - (1) Year Group
 - (2) Military Education
 - (3) Date of Rank
 - (4) Time on Station
 - (5) Availability

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b. Each officer selected will serve in the KD position for a minimum of one year. If the officer's DEROS is within a year, the officer must submit a request for an extension. The officer can apply for the Assignment Incentive Program (AIP) or Foreign Service Tour Extension (FSTE) upon accepting the position.

c. The G-1 Officer Management Directorate will conduct a periodic officer assignment review in order to properly manage the OML. Officers identified for a KD job will be rank ordered by the OML and reviewed by the Assistant Chief of Staff (ACofS) G-1 and Chief of Staff to determine who is best qualified for the position. 8th Army positions have priority over being released to another unit in Korea.

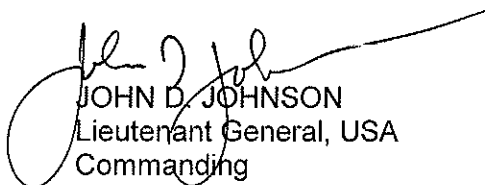
d. Officers will sign a memorandum of declination if they refuse to accept a KD position. The officer will route the memorandum through their Director to the Chief of Staff. The ACofS G-1 will annotate it on the OML and maintain a copy.

e. In order to be released to another Major Subordinate Command (MSC), the officer will coordinate with the ACofS G-1 and receive approval by the Chief of Staff. The Chief of Staff will normally require a replacement officer from the receiving MSC in order to finalize the transfer.

f. Directors are not permitted to release officers from their sections or approve reassignments off of the 8th Army staff.

g. Officers will not begin to out process from their current position without receiving an official approval notice from the Chief of Staff. If the action is approved, the ACofS, G-1 will generate orders for no-cost and low-cost moves. If a full-cost is required, it will require approximately four weeks to process the action through Human Resources Command.

5. Proponent. The 8th Army ACofS G1 is the proponent of this policy. The point of contact regarding CPT/MAJ KD positions is LTC Vernon Williams at vernon.williamjr@korea.army.mil or DSN 724-7936.


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Commanding